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| C:\Users\tim.young\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\40D47DFC.tmp  **MISSION**  *To provide affordable quality health care for our community.* | **JOB DESCRIPTION**  **POSITION: Facilities Assistant**  Reports to: Facilities Planner  Revised: October 2020  Department: Administration  FLSA: Non-Exempt |

**Job Purpose:**

The Facilities Assistant performs basic maintenance duties and general tasks for the organization. These duties may include ensuring that equipment and facilities are safe, clean and organized, reporting any safety concerns or violations.

**Essential functions include, but not limited to:**

1. **Satisfies Core Competencies**

* Accepts responsibility for ensuring that performance meets the standards of the professional, ethical and relevant legislated requirements.
* Adheres to organization core values.

1. **Maintenance**

* Completing minor repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs, painting, and light carpentry.
* Performing basic plumbing tasks, which includes unclogging drains as well as fixing leaking faucets and toilets.
* Troubleshoot and identify faults or problems in equipment and keep them in working order

1. **Facilities** 
   * Assists in moving and setting up materials, equipment, and furniture, as appropriate at health center locations
   * Prepare and organize all meeting rooms before scheduled events and clean up/reset following the events
   * Monitoring and maintaining cleanliness of all health center locations including restrooms.
   * Perform maintenance and upkeep (light cleaning duties as needed for the lobby, exterior, or other areas)
   * Replenishing supplies, water coolers and vending machines.
2. **Reporting and Program/Staff Development** 
   * Issue inventory and maintain records for each department and/or location
   * Attend all mandatory meetings and trainings assigned by supervisor.

**Required Education:**

* High School diploma.

Skills, Licensure and Knowledge Requirements:

* Valid Louisiana driver’s license

**Physical Requirements**:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Moderate physical activity. Requires heavy lifting and handling of average to heavy weight objects (minimum 70lbs) or standing and/or walking for more than four (4) hours per day.
* While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach
* Specific vision abilities required include close vision requirements due to computer work

**Work Environment:**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
* Ability to work in a confined area.
* Ability to sit at a computer terminal for an extended period.

**Travel or Special Requirements:**

Driving during the workday as well as local or out of state travel may be required to perform job duties.

Reviewed and approved by:

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Tim Young Date Human Resources Date

Chief Executive Officer

I read and understand the requirements to fulfill the responsibilities associated with this job description.

I agree to abide by all the duties and responsibilities for the job including and reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

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Employee Signature Date